

# GIS Planner



**Job Code:** 2352  
**Grade:** 130  
**Reports to:** Planning Director  
**Salary Range:** \$53,941 - \$83,951  
**FLSA Status:** Exempt

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## **GENERAL STATEMENT OF DUTIES**

Performs advanced technical and professional level work in planning, analyzing, and designing methods and procedures for the development of new or modifications of existing Geographic Information System (GIS) applications; does related work as required.

## **DISTINGUISHING FEATURES OF THE CLASS**

An employee in this classification is responsible for performing analytical duties related to the development, installation and operation of a Geographic Information System, computer software and hardware used to create and maintain maps. Work is reviewed in progress and upon completion on the basis of observation, conferences, reports, and evaluations of results achieved.

## **ESSENTIAL FUNCTIONS**

Analyzing and designing methods and procedures for the development of new or modifications of existing Geographic Information System (GIS) applications; troubleshooting; preparing and maintaining files and records.

## **EXAMPLES OF WORK**

- Reviews various maps and documents to verify and update base maps and attribute data; assigns and codes land parcel addresses and street segment ranges according to established guidelines.
- Formats, codes and inputs street names, types, and address ranges and other necessary geographic data.
- Researches parcel numbers, land/structure/occupancy files, legal descriptions and map locations to verify address assignments and geographic coding.
- Reviews coded data and various reports for accuracy, completeness, and compliance with quality control standards.
- Exchanges information about land records maintenance with local government agencies' addressing, 911, and property records staff.
- Maintains files of maps and other reference materials.
- Creates, maintains, and updates computerized GIS databases using graphics and database software.
- Produces hard copy maps and archives graphic/map datasets.
- Builds, edits and manages the City GIS data layers for use by the entire City; creates and digitizes new map layers when needed; import, export or translate data between graphic file formats; perform data research and QC functions; creates custom map products for internal and external use; creates and analyzes spatial data for internal custom projects when required or requested by specific Departments within the City; design and create reports of data obtained through spatial analysis; create mailing lists and labels for City public meetings and functions.
- Performs related tasks as required.

## **REQUIRED KNOWLEDGE, SKILLS, AND ABILITIES**

Knowledge of real property records such as parcel maps, plat maps, deeds and legal descriptions; knowledge of CAD/GIS and methods for updating graphics databases, and of DOS and Windows operating

system commands and utilities; knowledge of SQL query language commands and query structure; skill in automating and maintaining graphic databases using CAD or GIS software; skill in operating CAD/GIS related peripherals (i.e., digitizers and plotters); ability to research and resolve land records, related problems, and questions. Ability to work independently, perform detail work quickly and accurately, and to meet deadlines; ability to establish and maintain effective working relationships with other staff and governmental agencies; ability to create complex queries using the SQL query language; ability to function as Project Leader when required and to assist in training new personnel; ability to sit for extended periods of time while operating a computer.

**MINIMUM EDUCATION AND EXPERIENCE**

Graduation from an accredited college or university with a Bachelor's Degree in GIS, Geography, Cartography, CAD, or related field. Four (4) or more years of experience in maintaining computerized land records with at least two (2) years involving the use of CAD or GIS, or any equivalent combination of education, training, and experience.

**WORK CONDITIONS**

- This is light work requiring the exertion of up to 20 pounds of force occasionally, up to 10 pounds of force frequently, and a negligible amount of force constantly to move objects, and some medium work requiring the exertion of up to 50 pounds of force occasionally, up to 20 pounds of force frequently, and up to 10 pounds of force constantly to move objects.
- Work requires stooping, crouching, reaching, lifting, fingering, grasping, and repetitive motions.
- Vocal communication is required for expressing or exchanging ideas by means of the spoken word.
- Hearing is required to perceive information at normal spoken word levels.
- Visual acuity is required for visual inspection involving small defects and/or small parts, operation of machines, and observing general surroundings and activities.
- The worker is subject to inside environmental conditions and noise.

This is a class specification and not an individualized job description. A class specification defines the general character and scope of duties and responsibilities of all positions in a job classification. The list of essential functions/examples of work, as outlined herein, is intended to be representative of the tasks performed within this classification. It is not necessarily descriptive of any one position in the class. The omission of an essential function does not preclude management from assigning duties not listed herein if such functions are a logical assignment to the position.

The City of Gaithersburg is an Equal Opportunity Employer. In compliance with Equal Employment Opportunity guidelines and the Americans with Disabilities Act, the City of Gaithersburg provides reasonable accommodation to qualified individuals with disabilities and encourages both prospective and current employees to discuss potential accommodations with the employer.